



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:
NSHSBETHINST 5900.2
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01 AUG 2002

NSHS BETHESDA INSTRUCTION 5900.2

From: Commanding Officer

Subj: SPACE UTILIZATION COMMITTEE

Ref: (a NAVFAC P-80 Facility Planning Criteria

Encl: (1 Request for Major Space Assignment/Change Process
(2 Request for Major Space Assignment/Change
(3 Request for Minor Space Realignment/Change Process
(4 Request for Minor Space Realignment/Change

1. **Purpose.** To establish a committee to manage utilization of space at the Naval School of Health Sciences (NSHS); to promulgate responsibilities and guidelines for its operation; and to establish guidelines for Directors and Department Heads planning to move, expand, refurbish or modify existing spaces or facilities under their control or occupy additional space.

2. **Background.** A system to manage space allocation is necessary to ensure effective utilization of buildings and spaces within NSHS jurisdiction and that all assignments of facilities are based on justified need and a comprehensive plan. All space assignment decisions shall be in the interest of improving the overall short and long-range efficiency of NSHS.

3. **Policy**

a. Space at NSHS is a limited and critical resource. Management and prudent allocation of space is a command concern to ensure classroom and administrative areas are available for and capable of sustaining the command mission. To achieve optimal use of our space it is necessary to ensure its allocation is based on justified, approved and documented need.

b. Not all space needs will be accommodated with existing resources. Therefore, it is important to identify needs that will not be satisfied and determine alternate strategies to meet these requirements including new military construction, relocation of organizations, leasing and other available creative solutions.

c. Management of space allocation shall be accomplished by a Space Utilization Committee. Members shall include:

- Chairperson, appointed by the Executive Officer
- (2 Director for Support Services(Code OS), Member
- 3 Facilities Manager(Code OS1), Member/Recorder
- 4) Dept. Head, Medical Media Productions(CodeOV), Member
- 5) Head of Accounting(Code 112), Membe
- 6) Dept. Head, Systems Mgt.(Code OH2), Member
- (7 Dept. Head, Full Time Outservice, Code OG15/OG213 Member

d. Directors who are not members of the committee are welcome to attend, comment and contribute to any committee meetings. Advance agendas and meeting minutes will be distributed to all Directors and committee members.

e. No space will be permanently occupied, for any purpose, without prior approval of the Executive Officer or his/her representative, as discussed in this instruction.

f. The Space Utilization Committee shall meet as least twice a year or more frequently as directed by the chairperson

g. The committee shall evaluate and provide recommendations to the Commanding Officer, via the Executive Officer, on all major and minor space utilization and realignment requests.

Responsibilities

a. The committee chairperson will be assigned in writing by the Commanding Officer.

b. Each NSHS Director is delegated authority to approve minor (moves that do not involve any major modifications) relocations or temporary occupancies within his/her own space. Directors are responsible for informing the Facilities Manager (Code OS12) of any minor modifications required relative to their spaces.

c. The Facilities Manager (Code OS12) shall serve as the committee recorder. He/She will coordinate minor requests with the appropriate Directors, coordinate the committee's agenda and meetings, insure appropriate staff work is complete and distribute data for review at least one week before scheduled meetings. If in the review/coordination by the Facilities Manager a minor space realignment exceeds the authority or scope of the Director(s), then the minor request will be returned to the Directorate for resubmission with the information required by the major space assignment/change process, enclosure (1) and the major space assignment/change form, enclosure (2).

d. All directors shall review space requests for consistency with the Command Strategic Goals and mission requirements, and to validate that the function/mission cannot be accomplished within existing Directorate assigned spaces.

5. Procedures

a. General Guidance

(1) All requests for space or alteration to space shall be based on justified and approved needs. Such requests shall use valid and approved staffing figures with calculations prepared in accordance with reference (a).

(2) Spaces shall not be altered, renovated or modified without obtaining prior concurrence from the Facilities Manager, who will recommend disposition of such requests for approval as appropriate to the Chair of the Space Utilization Committee.

b. Submittal

(1) Major requests to support new missions or expanded missions involving more than one Directorate, requiring occupancy of large amounts of space, major facility acquisitions or modifications shall be submitted to the Space Utilization Committee Recorder (Facilities Manager) for coordination and subsequent review by the Space Utilization Committee. Requests shall be submitted with the information requested in enclosure (2).

(2) Minor intra-Directorate requests, enclosure (3), that do not involve any facilities modifications shall be submitted to the Facilities Manager on enclosure (4). Minor space requests will be approved by the Executive Officer and reported

to the Space Utilization Committee by the Facilities Manager at the next committee meeting.

(3) Requests involving facility modifications only (no relocation) shall be submitted to the Facility Manager for coordination with the Director for Administration and the Director, Resource Management. The Facility Manager shall report such modifications at the next Space Utilization Committee meeting.

c. Required Information. The department requesting more space or desiring to relocate, expand or modify existing spaces shall forward requests in writing to the Facility Manager via the appropriate Director with the following:

1) Description and/or floor plan of area concerned;

(2) A completed copy of either enclosure (2) or 4 of this instruction; and

(3) The name of an officer or senior petty officer to act as point of contact and project coordinator for the requested action. Project coordinators shall communicate openly with each other to ensure minimal disruption of operations.

d. Associated Work

(1) Responsibility for ordering collateral equipment remains with the department occupying or planning to occupy the spaces. Associated work required for installation of collateral equipment must be coordinated with the Facility Manager before ordering the equipment, this includes furniture orders. Any required movement of phone lines must also be requested through the Facility Manager.

(2) Any required alterations to spaces assigned must be included in the space request, if known or as soon as the alterations requirements are discovered.

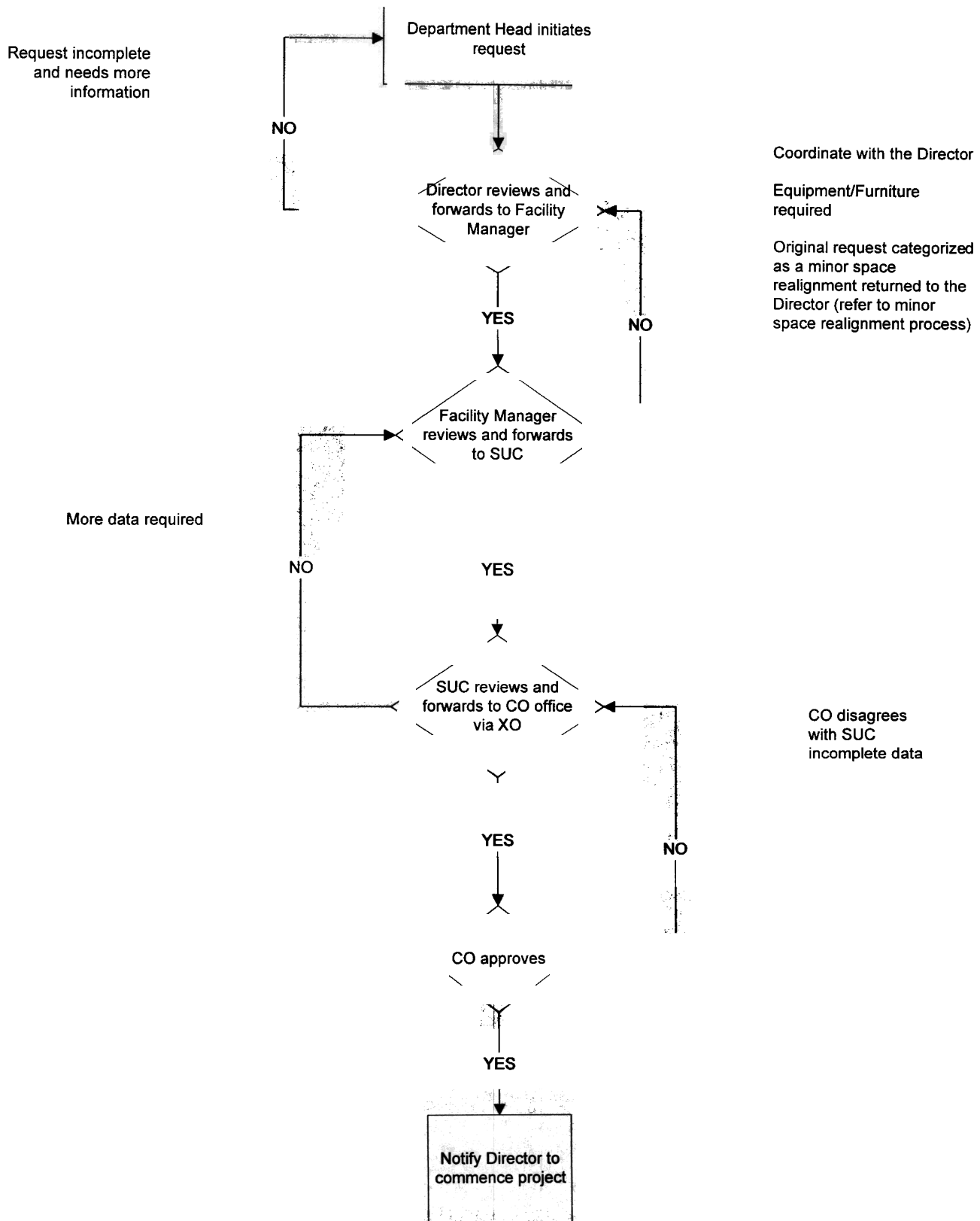
(3) Any support required to move the furniture, files or equipment is the responsibility of the requestor.

A handwritten signature in cursive script, appearing to read "David Wade".

D. S. WADE

Distribution:
List I, II & III

MAJOR SPACE ASSIGNMENT/CHANGE PROCESS



MEMORANDUM

From: Director, _____
 To: Chairperson, Space Utilization Committee
 Via: Facilities Manager

Subj: REQUEST FOR MAJOR SPACE ASSIGNMENT/CHANGE

1. Department: _____
2. Point of Contact: _____
3. Requirement or reason for this request:

NO

- a. Increase in Mission
- b. Personnel Increase
- c. Personnel Decrease
- d. Equipment Changes
- e. New Furniture
4. Building and room numbers currently occupied
5. Desired Space (if known): _____
6. Square Footage Requirements: _____
- 7 Deficiency: _____

8. If someone else now occupies the space, where will they relocate? Who is their point of contact and telephone number:

9. Who will use this space? What will the space be used for?

10. When is the space or modifications needed?

Enclosure (2)

11. What special considerations must be given to structural modifications, walls, doors, or utility increases such as electricity, HVAC, water, plumbing, phones and computer drops?

12. Explain the project: _____

13. Alternatives proposed: _____

14. Personnel data:

a Total authorized billets directly related to the space

b. Break Out: Existing Authorized Actual New (Approved)

Officer: 06-09

01-05

Enlisted: E7-E9

E1-E6

Civilian: GS10-15

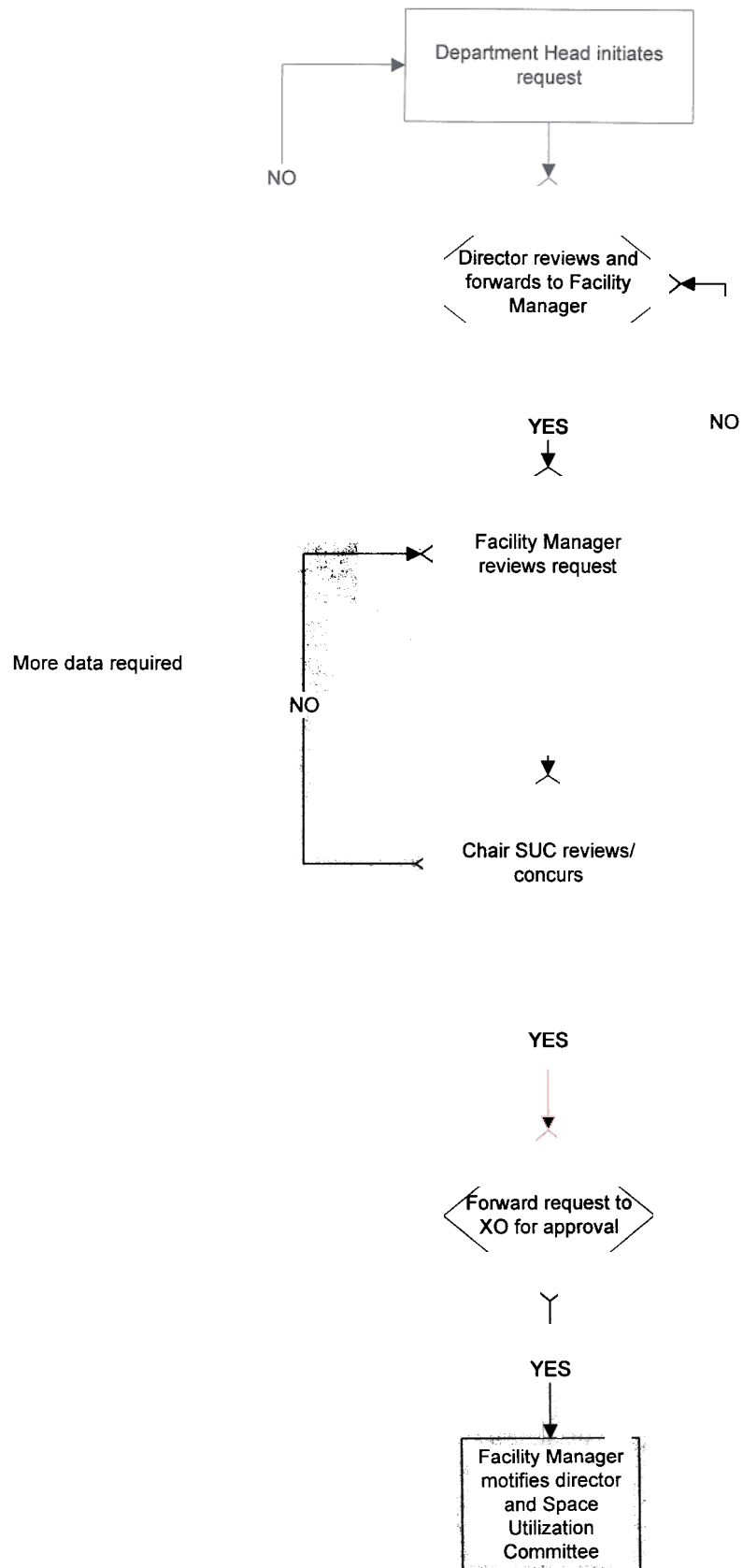
GS01-09

WG/B/S

Others:

Director's Signature: _____ Date:

MINOR SPACE REALIGNMENT/CHANGE PROCESS



MEMORANDUM

From: Director, _____
To: Chairperson, Space Utilization Committee
Via: Facilities Manager

Subj: REQUEST FOR MINOR SPACE REALIGNMENT/CHANGE

1. Department: _____
2. Point of Contact: _____
3. Requirement or reason for this request:

- | | YES | NO |
|------------------------|-----|----|
| a. Increase in Mission | | |
| b. Personnel Increase | | |
| c. Personnel Decrease | | |
| d. Equipment Changes | | |
| e. New Furniture | | |

4. Deficiency: _____

5. When is the space or modifications needed?

Director's Signature: _____ Date: _____